

HUMAN RESOURCE SPECIALIST (HRSP) FACT SHEET

04/08

The role of the Human Resource Specialist (HRSP) is to assist Incident Personnel and Incident Management with human resource, civil rights, and inappropriate behavior concerns. Duties are normally performed in a base camp environment, but may occasionally involve tours of the fire line, spike camps and staging (R&R) facilities.

The duties of an HRSP include:

1. Provide a point of contact for Incident Personnel to discuss human resource and civil rights concerns.
2. Keep Incident Management informed of concerns and possible resolutions of potential base camp issues that could lead to a hostile work environment.
3. Participate in daily briefings and planning meetings to provide appropriate human resource and civil rights information.
4. Prepare/Submit human resource messages to the daily Incident Action Plan (IAP), and post on incident bulletin boards.
5. Conduct fact finding and provide documentation to appropriate home unit official for unresolved issues.
6. As requested by Incident Personnel, provide referral information to appropriate resource (i.e. NFFE, EEO Counselors etc.)
7. Make a concerted effort to resolve issues informally, quickly, legally, and at the lowest impacted level before the parties involved leave the incident.
8. Assist/Facilitate appropriate Critical Incident Stress Defusing/Debriefing/Management procedures with IMT and CISM Team.

The camp monitoring by the HRSP is to ensure a healthy/positive work environment, supportive of cultural diversity. To accomplish this, the HRSP must “listen” and “observe” Incident activities. The HRSP serves as the eyes and ears for the IC. The purpose of the HRSP is **NOT TO SOLICIT BUSINESS**, but to be prepared to deal with any problem/issue as soon as possible and take necessary action to resolve the issue at the lowest possible level. To be effective, an HRSP should walk the camp/area and be **highly visible**. Conducting awareness sessions to crews, etc. as needed is also effective. Videos or handouts during these sessions can be appropriate.

The HRSP establishes and maintains effective working relationships with agency representatives, liaisons, and other personnel at the Incident. (*Suggest making contact with the medical unit, law enforcement officers, and the IARR to establish rapport and check for “patterns” regarding camp behaviors.* This will provide opportunities to be proactive in problem resolution. **Again, the HRSP is a “neutral party” and not a solicitor of issues/problems.**

The HRSP refers complaints about pay, food, sleeping area, transportation, shift changes, etc. to the appropriate Incident staff, unless these complaints have civil rights and/or human resource implications. This is often a gray area and sometimes conflicts over pay, food, etc. may be symptoms of a larger issue. Therefore it is necessary for the HRSP to get initial facts regarding the complaint, and have an understanding of the “real” issue.

The HRSP receives and verifies reports of **inappropriate behavior** that occur at the Incident. Immediate action must be taken to correct such situations/conditions. Such action must go through **appropriate lines of authority.**

The HRSP makes a concerted effort to resolve issues informally **before** the parties involved leave the Incident. Not only **informally**, but **quickly, legally, and at the lowest impacted level.** The HRSP provides referral information to the appropriate home unit official on unresolved issues. **Documentation** of facts regarding all issues is critical!

The HRSP either attends the close out IMT/host agency meeting, or submits a written summary report.

Questions regarding any of the HRSP duties/responsibilities should be referred to Geographic Area Program Coordinators, or Jan Everett, National Program Manager of the Human Resource Specialist Program, telephone (406) 329-4938 or 544-1665 email: jeverett/r1@fs.fed.us. Address: USDA Forest Service, Aerial Fire Depot, 5765 West Broadway, Missoula, MT 59808.